United Nations ST/IC/2010/18

Secretariat

18 June 2010

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, October 2010**

1. The purpose of the present circular is to invite applications from staff members who wish to take the language proficiency examination in any of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish), in accordance with the provisions of administrative instruction ST/AI/1999/2, section 3.

2. The purpose of the examination is to test staff members' written and spoken knowledge of the language. Staff members who pass one or more examinations may qualify for language-related incentives.

3. The examinations are open to staff members who:

(a) Were admitted to participate in a United Nations language course and have completed the highest level of that course;

(b) Have not completed a United Nations language course but can document that they possess an equivalent knowledge of the language in which they wish to be tested. They will be requested to provide full details about their language acquisition in their application.

4. All applications will be reviewed by the Board of Examiners, and applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

5. The examination consists of a written and an oral component. The written examination consists of a composition and a series of multiple-choice questions covering listening comprehension, reading comprehension, vocabulary and grammar. The total time for the written examination is 3 hours 10 minutes. The schedule for the 2010 written examinations is as follows:

* Expiration date of the present information circular: 30 June 2011.

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Tuesday, 19 October 2010

Chinese ..... 9 a.m. to 12.30 p.m.

English ..... 9 a.m. to 12.30 p.m.

Russian ..... 9 a.m. to 12.30 p.m.

Wednesday, 20 October 2010

Arabic ..... 9 a.m. to 12.30 p.m.

French ..... 9 a.m. to 12.30 p.m.

Spanish ..... 9 a.m. to 12.30 p.m.

Candidates are advised to arrive at least 30 minutes before the start of the examination in order to allow for sign-in procedures.

6. The use of a dictionary or any other reference material will not be permitted during either the written or the oral part of the examination. Similarly, candidates may not use personal computers to prepare their papers.

7. The test is a paper-based test; each examinee will be provided with an answer sheet prior to the beginning of the test. The answer sheet consists of two double-sided pages, on which examinees will record their answers to both parts of the written examination. Examinees are advised to strictly follow the instructions given prior to the test and are urged to familiarize themselves with the system of filling in the answer sheet prior to the test. To this effect, a sample blank answer sheet and properly filled-in answer sheet are posted at www.un.org/exam/lpe.

8. Staff members applying for the examination(s) may register by sending a completed registration form (P.310) during the registration period (**21 June 2010 to 23 July 2010**) by internal e-mail to: Language Proficiency Examination in New York/NY/UNO or by external e-mail to: unlpeny@un.org. Registration forms are available through iSeek, under Quicklinks/Forms/Language.

9. Applications received after the above-mentioned deadline will **not** be considered. To the extent possible, applicants are strongly encouraged to submit their application as soon as possible. Incomplete applications will **not** be considered.

10. The location at Headquarters where each written examination will be held will be posted at a later stage, as follows:

(a) On the Language Proficiency Examinations website (www.un.org/exam/lpe);

(b) As an announcement on iSeek;

(c) Outside the classrooms on the 2nd floor of the DC2 building.

Candidates should check the Language Proficiency Examinations website (www.un.org/exam/lpe) for last-minute changes in room assignments.

11. The oral examination will consist of a one-on-one 15-minute interview. Examinees will be given interview appointments at the time of the written examination, right before entering the examination room. Examinees will not be allowed to change interview appointments, except for compelling reasons.

12. Requirements for passing the language proficiency examination:

(a) A minimum score of 65 per cent in both parts is required for a passing grade. If an examinee receives a score of 80 per cent or more on the written examination but fails the oral, the jury adjudicating the examination will review the case and may allow the candidate to retain his or her written score for the following examination session. In this event, the candidate will receive written notification of the jury's decision and will be required to apply to retake the oral examination at the following session only;

(b) Examinees who receive 80 per cent or more on the oral part but fail the written part and candidates who have taken only one part of the examination at one session will be required to retake both the written and oral parts at a subsequent session.

13. Examinees will receive written notification of their examination results. No results will be available prior to the official release date.

14. Copies of sample examinations can be obtained at www.un.org/exam/lpe.

United Nations ST/IC/2010/19

Secretariat

21 June 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Human Resources Handbook**

1. The *Human Resources Handbook* provides managers, administrators and staff with access to up-to-date information on personnel-related regulations, rules and policies.

2. The electronic version of the Handbook was created for easy updating and maintenance. A hard copy does not exist. However, the official documents contained in the Handbook, such as administrative issuances and information circulars, are available on the Optical Disk System.

Access

3. The Office of Information and Communications Technology continues to provide access to the Handbook for users with a connection to iSeek. Users can select either the English or the French version from the first page of the Human Resources Handbook site.

4. The Handbook is available on iSeek through:

(a) The drop-down menu under "Topics" by selecting "Human Resources" and then "HR Handbook";

(b) The Department of Management page by selecting "HR Handbook" from the list on the left side of the screen;

(c) The website address http://secap472.un.org/hr_handbook for English and http://secap472.un.org/grh_manuel for French.

5. For staff who do not have access to iSeek, the English and French versions of the Handbook have been posted on the Internet, which the user may access by entering www.un.org/hr_handbook for English and www.un.org/french/grh_manuel for French. However, several features of the Handbook, such as hyperlinks to forms and other documents posted on internal sites, as well as additional search features, are available only if the user is connected to iSeek.

* This circular supersedes ST/IC/2006/8 and is in effect until further notice.

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Updates

6. While navigation of the Handbook is self-explanatory, the user, by clicking the "Read me first" or "À lire avant d'aller plus loin" buttons in the English and French versions, respectively, will obtain a list of newly posted data under "What's new?" or "Nouveautés". The same button will also lead to useful navigation tips, including the choice of browser.

United Nations ST/IC/2010/20

Secretariat

25 June 2010

Information circular*

To: Members of the staff at Headquarters

From: Security and Safety Service, Department of Safety and Security

Subject: **Arrangements for admission to the United Nations Headquarters during the visit of Her Majesty Queen Elizabeth II and His Royal Highness the Duke of Edinburgh on 6 July 2010**

1. The present circular describes the arrangements that will be in effect at the United Nations Headquarters for admission to the premises during the visit of Her Majesty Queen Elizabeth II and His Royal Highness the Duke of Edinburgh on Tuesday, 6 July 2010.

2. The United Nations Headquarters premises will be closed to the public during this period. Regular guided tours will be suspended. Staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. Deliveries and messenger services, which would normally arrive at the Information Desk in the United Nations Visitors' Lobby, should be redirected to the lobby of the DC-1 Building at 44th Street and First Avenue. Staff members should make arrangements accordingly.

3. The premises will reopen to the public at 9 a.m. on Wednesday, 7 July 2010, and guided tours will resume a regular schedule at that time.

4. During the period of the visit, individuals holding temporary (non-photo) passes, recreational club passes and courtesy passes (with the exception of Protocol courtesy passes) will not be given access to the General Assembly Building. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. During this period, all bags entering the United Nations complex will be subject to search.

Access through the Delegates' Entrance

5. The pedestrian entrance for delegates at 45th Street and First Avenue will be intermittently closed to normal use. The 46th Street and First Avenue entrance will be available for use by Permanent Representatives and senior United Nations officials bearing gold-coloured building passes, who will be able to enter through the Canadian doors to the Visitors' Lobby and proceed to the General Assembly Hall.

* Expiration date of the present information circular: 7 July 2010.

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Access for staff members, representatives of non-governmental organization retirees, affiliates and interns

6. Representatives of non-governmental organizations, affiliates, retirees interns will use the 42nd Street entry point and will be directed to security scre at the Secretariat entrance, as needed. In order to proceed to the North Building, they will be required to take the East River walkway.

7. All delegates and staff members will be able to access the North Building through the 47th Street and First Avenue pedestrian entrance. How staff members and delegates wishing to proceed to the General Assembly Bu will be required to pass through the visitors' screening tent.

8. Members of the media who are not yet accredited will be required to go Pass and Identification Office, Media Liaison Section. Accredited members media will enter the United Nations Visitors' Lobby at 46th Street and First Av after screening at the security tent. Upon entering the lobby, they will be guid the Security Council staging area in the first basement, which will be the desig media centre. Thereafter, all members of the media proceeding to the va restricted areas will be escorted by members of the Media Accreditation Liaison Unit.

Access to restricted areas

9. Delegates and staff members will be screened prior to their entry int General Assembly Hall area. Delegates wearing their United Nations grounds p will have access to the General Assembly Hall without a secondary access Staff members entering the General Assembly Hall will be required to wear United Nations grounds passes together with the secondary access card for the fourth session of the General Assembly. Building passes and secondary passe subject to verification by security officers and must be worn prominently o outer clothing of the bearer at all times.

10. Delegates, after queuing at the screening tent, will utilize the ceremonial and the east side elevators to access the second floor of the General Asse Building. Courtesy tickets for the guests invited to the third and fourth balc will be issued through the Protocol and Liaison Service.

11. Members of the media and non-governmental organizations will be acc access to the fourth balcony seating areas of the General Assembly Hall presentation of their United Nations building passes and tickets issued b Department of Public Information/Department of Economic and Social Affairs.

12. Staff members will be allowed to gain access to the fourth balcony presentation of their United Nations building passes and special event tags. queuing at the screening tent, staff will enter the United Nations Visitors' l area and utilize the General Assembly elevators (east side).

Closure of First Avenue

13. It is anticipated that the area in front of the United Nations along First A from 42nd Street to 46th Street will be subject to brief freezes of all veh traffic, with the exception of identified motorcades, during the movements

VIPs. Delegations and staff members may cross First Avenue at 42nd Street a
46th Street, upon presentation of their building passes.

Vehicle security checks

14. All vehicles entering the garage are subject to search. Limitations on vehi
contents are to be observed so as to facilitate and expedite security clearance.

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